

BRANCH AV CART GUIDE

Table of Contents

<i>Setting up the Cart:</i>	<i>1-2</i>
<i>To use a Laptop:</i>	<i>3</i>
<i>To use the Blu-Ray player:</i>	<i>4</i>
<i>How to use the Microphones:</i>	<i>5</i>
<i>HDMI Input:</i>	<i>5</i>
<i>Composite Input:</i>	<i>5</i>
<i>Miscellaneous Devices and Adapters:</i>	<i>6</i>
<i>Shutting down the Cart:</i>	<i>7</i>



Setting up the Cart:

1. **Retrieve** the unit from its storage location and roll it to the program location.
2. **Unlock** front door and back door of cart.



3. From inside the front door, pull out the **retractable power cord** (located on the lower left side), and thread it through the hole in the floor of the cart. Plug the cord into a wall outlet and push the stopper back towards the receptacle to hold the cord in place. Close the front door.



4. Turn on the power center using the **Red Master Switch**.



Special Notes:

- Please do not touch any buttons on the wireless channel box or change any of the wireless channels.
- For safety purposes the cart is equipped with wheel locks. To engage the lock press down on the 'lock' tab. To disengage press down on the 'off' tab.



To use a laptop:



Open the projector lens cover. It slides open.

On the **Extron Control Panel** located on the top right corner of the cart, Press **Display ON to turn on projector**, wait until the button is no longer flashing before doing anything else.



Turn on your Laptop. There is an outlet located in the cubby to plug-in a power source for the laptop. Pull the **VGA cable** and **sound cable** from the cubby on top of the cart and plug each of them into the laptop. **Apple adapters** are located in the AV Cart drawer.

On the **Extron Control Panel**, press the **PC Button**. You should now see your laptop image on the screen. In some cases, you have to use the **Function + F key** on your laptop to acquire the image. **Focus** and **zoom** features are on top of the projector behind the lens cover.

The **volume** can be adjusted with the Extron Control Panel, in the Operating System and in the application that you are using. The volume can also be controlled on the projector itself.

When done using the laptop turn the **Display Button Off**. The light will flash. Please wait until it is solid. Close the projector lens cover. Unplug the VGA cable and sound cable. Place both cables back into the cubby on top of the cart. Unplug and shut down your laptop.

To use the Blu-ray player:

The Blu-ray player has the capability to play Blu-ray's, DVD's and CD's. The Blu-ray player is connected to **WiFi** and has **access to web applications** like YouTube, Pandora and Netflix.

On the **Extron Control Panel** located on the top right corner of the cart, Press **Display ON** to **turn on projector**, wait until the button is no longer flashing before doing anything else.



On the **Extron Control Panel**, press the **Blu-ray Button**.



Press the **power button** on the Blu-ray player. The player is located on the top shelf of the cart from the back door. The power button is located on the right side of the player.

The black Toshiba **Remote Control** is located in the drawer inside the cart. Press the eject button to open the tray. When you put in a disc it will automatically play.

Focus and **zoom** features are on top of the projector behind the lens cover.

The **volume** can be adjusted with the **Extron Control Panel**. The volume can also be controlled on the projector itself.

When done using the Blu-ray player turn the **Display Button Off**. The light will flash. Please wait until it is solid. Close the projector lens cover. **Eject** your disc and press the **power button** on the Blu-ray player.

How to use the Microphones:

There are two types of microphones available in the drawer of the AV Cart. Both can be used at the same time.

Lapel microphone: The power switch is located on the top on the device. The volume is controlled on the Extron Control Panel.

Hand-held microphone: The power switch is located on the bottom of the device. The volume is controlled on the Extron Control Panel.

HDMI Input:

There are options for HDMI devices (PlayStation 3, Xbox, laptops). To use any of these devices you must unplug the HDMI cable (red arrow below) that is in the projector, and use the one that's in the drawer. On the **Extron Control Panel** located on the top right corner of the cart, press the **Blu-ray Button**.

Composite Input:

Composite inputs (red box below) are available on the back of the projector for devices such as Nintendo Wii, VCR's and camcorders. **Extron Control Panel** located on the top right corner of the cart, press the **AUX VIDEO Button**.



Miscellaneous devices and adapters:

In the AV Cart drawer you will find:

- 2 Microphones, (lapel and hand-held, require AA batteries)
- PowerPoint Slide Remote
- Apple laptop mini display port adapter
- Apple iPad adapter
- 10 ft. VGA extension cable
- 12 ft. sound extension cable
- 3 ft. HDMI cable for use with laptops, PS3, XBOX, misc. devices

Shutting down the Cart:

1. **Turn off** the power center using the **Red Master Switch**.
2. **Unplug** the main power cord from the wall.
3. Pull the stopper towards you and allow the cord to retract into receptacle.
4. Pull the stopper towards you and allow the cord to retract into receptacle.
5. **Lock** the front and back door. Locking the doors can be a little tricky. First turn the handle to the closed position and then turn the key to lock it.
6. **Return** the cart back to its storage location.

